

FUND MANAGEMENT OFFICE



<http://togo.usembassy.gov>



221 29 91~94



852 – LOME

PROPOSAL FORMAT

1. Organizational Details:

Name of organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Name and Title of person responsible for the activity:

2. Description of the Organization

Please provide a description of the organization including information on how long the organization has existed, where it is based, size, funding sources with estimated amounts, other activities undertaken, and prior management experience conducting similar activities.

3. Background Information on the Activity

- a. Describe briefly the context in which the activity is set, and the rationale and purpose for the activity. Include a clear statement of how such activities promote human rights or support political pluralism and the creation of more open, democratic societies in Togo.
- b. Indicate how the activity addresses issues of democracy and human rights, who will benefit from the activity, and how many people the activity will **directly** impact.

4. Description of the Activity and its Intended Impact

- a. Describe the activity in detail,
- b. Explain how and who will manage and implement the activity,

- c. Identify any potential implementation problems and how they will be addressed and overcome,
- d. Specify the estimated start and completion date of the activity,
- e. Indicate whether the impact of the activity is to effect change, and if so how. Or will the activity bring about awareness of issues of democracy, civil society, human rights, free speech, open and free elections, governance or other related issues.

5. Curriculum

- a. Provide a description of the project themes to be developed during the implementation of the activity, and the names of every speaker or trainer, including their title, if it is a training seminar or a conference.
- b. Provide the agenda of the activity.

6. Referenced Training material

- a. Specify all documents to be used by the speakers, trainers and supervisors during the activity and attach a copy to the proposal if necessary (the copy will be returned to the sender after examination).
- b. If a book, guide, booklet or pamphlet will to be produced during the process, attach a draft of the publication to the proposal.
- c. If the objective of the proposal is to duplicate an existing book, please attach it to the proposal.

7. Budget Format: All proposals should use the following sample budget format.

SAMPLE BUDGET FORMAT

	YEAR 1		
BUDGET LINE ITEMS	DONOR	GRANTEE MATCH	TOTAL
Supplies			
Conference			
Travel			
Printing			
Equipment			
TOTAL			

NOTE: The budget should: (1) be calculated in local currency, and (2) include notes explaining the costs associated with each of the budget line items, e.g. a list of individuals

and the amount to be paid, basis for the travel costs, a list of equipment to be purchased (at least 3 estimates from 3 different companies) and its estimated cost, and other relevant information to support the proposal's budget. Please remember that there must be a direct relationship between the activities described in the proposal and the budget.

8. Activity Timeline Format

SAMPLE

<div> <div>Months</div> <div> <div></div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> </div> </div>
ACTIVITY
Seminar Planning
Opening Ceremony
1st Seminar
Evaluation
Activity Report
2 nd Seminar
Closing ceremony
Evaluation
Activity Report
Activity Close-out